



Request for Information Under Freedom of Information Act (FOIA)

Name: _____ **Phone:** _____

Address: _____

Information Requested: _____

Please note:

Public records covered by the Freedom of Information Act are open to inspection and photocopying during business hours, Monday through Friday, 8:00 a.m. to 5:00 p.m.

Please make your request known to the appropriate division and they will ensure that the requested material is made available for your review within three (3) business days of the request. There is a charge for standard copies, which is the actual cost of the copies. There is no charge to review the files or documentation on site. Map copies are priced separately.

This form is NOT required for current items of business scheduled for public hearings or meetings by any City commission, board, committee, or council. Those files are available by contacting the appropriate City division. A list of current public meetings is available from the City Clerk's office (575-8323).

Questions may be directed to the City Attorney at 575-8313.

Thank you.

For Administrative Use Only:

Date/Time Received _____ **Received by** _____

Routed to _____ **(Division) Date Routed** _____